

USE OF THE MILITARY POSTAL SERVICE

A. Policy guidance on use of the Military Postal Service (MPS)

1. The U.S. Postal Service (USPS) has a statutory obligation to provide prompt, reliable, and efficient postal service to the entire population of the United States, its territories, and possessions. The MPS is an extension of the USPS beyond the boundaries of United States sovereignty and must provide full postal services, as nearly as practicable, for all DoD personnel overseas where there is no USPS available. When MPS privileges are granted they are not restricted to a particular MPO or country except as stated elsewhere in this directive or when provisions of paragraph 3 below apply. Organizations and personnel authorized the use of the MPS will not serve as intermediaries for any person or organization not specifically authorized such service. Military postal operations are the responsibility of the Department of Defense.

2. The Secretaries of the Military Departments will furnish postal service to DoD agencies and individuals designated herein, within the limitations described. Actions which would result in the total loss of the MPS to "U.S. military personnel must be coordinated through MPSA with ASD(P&L) after mutual agreement among appropriate overseas commanders.

3. International agreements made to permit the establishment of military postal activities usually provide for the use of those activities by the U.S. Armed Forces and certain supporting civilian agencies within the host country. Therefore, an MPS activity established in a foreign country pursuant to such international agreements may service U.S. Armed Forces and other authorized personnel assigned outside the host country only in the absence of objection by the host country.

4. Presentation of valid U.S. Government identification (for example, U.S. Armed Forces ID cards, other U.S. Government ID cards, or locally produced authorization documents) will be assumed to be sufficient authorization to use the MPS.

5. Approval of MPS privileges for agencies, departments, groups, units, or individuals, whether or not they have full or any form of limited MPO privileges, unless otherwise specifically stated, does not extend to the receipt of, or mailing at an MPO of any item(s) intended for resale. This resale prohibition applies whether sale is to authorized MPS users or not, and regardless of the beneficiary of the proceeds, i.e., charitable organizations or non-appropriated welfare fund activities. This prohibition does not apply to military exchanges or commissaries, but does apply to their concessionaires. Requests for exceptions will be evaluated on an individual basis by MPSA (and ASD (P&L) if necessary), and will be approved only if the resale of the items would directly benefit the mission of the Department of Defense.

6. Legal interpretation of this appendix shall be made by Legal Authorities serving MPSA.

B. Postal Service Users

1. Service for DoD personnel and organizations. The following organizations and personnel are authorized the use of the MPS:

a. DoD organizations, active duty members of the Armed Forces and their authorized dependents.

(1) The Dependent Mail Section, established to serve Philippine citizens who are residing in the Philippines and who are dependents of U.S. Military personnel stationed outside the Philippines, is limited by agreement with the Philippine Government to the sending and the receipt of letter mail, books, newspapers, and magazines. No parcel, of any class may be mailed to the Dependent Mail Section.

(2) Servicemembers stationed in the United States may use the MPS, in cases involving claims adjudication with the services for items lost, damaged, or destroyed during PCS shipment of household goods, to order and receive replacement items from overseas Post Exchange catalogs.

b. U.S. citizen employees of DoD organizations and their authorized dependents only where there is no USPS service available.

2. Service for related organizations. The following DoD-related organizations, which support a DoD mission, their U.S. citizen employees, and authorized dependents may use the MPS outside the CONUS only where there is no USPS:

a. DoD nonappropriated fund activities.

b. DoD-operated dependent schools.

c. The American Red Cross, when established under the provisions of DoD Directive 1330.5 (reference (w)).

d. United Service Organizations Inc., when established under the provisions of DoD Directive 1330.12 (reference (x)).

e. Overseas military banking facilities and DoD overseas credit unions, as designated by the Assistant Secretary of Defense (Comptroller) under DoD Directives 1000.10 and 1000.11 (references (y) and (z), respectively). The use of the MPS shall be limited to those transactions emanating from official operations for the benefit of the military installations and their personnel. All such mail entered into the MPS shall bear appropriate postage.

f. International military commands and agencies of the North Atlantic Treaty Organization, as specified in DoD Instruction 2010.1 (reference (v)), for official mail only.

g. Masters and civilian crews of Military Sealift Command nucleus fleet ships, and merchant ships operating for the account of Military Sealift Command, including contract-operated, time-chartered, consecutive-voyage-chartered, and General Agency Agreement vessels, under conditions prescribed by the Military Departments.

h. U.S. Citizen correspondents and public information agencies who have been accredited by the Assistant Secretary of Defense (Public Affairs) (ASD(PA)) and approved by the overseas unified commander, or by the overseas unified commander when an ASD(PA) accreditation program is not in operation.

3. Service for overseas Reserve units, members of overseas Reserve units and Individual Ready Reservists overseas. Use of the MPS by these individuals and units will be limited to official correspondence between the Reservists and Reserve units, their CONUS headquarters, and service schools. This extension of MPS will be granted only in the absence of objection by host countries.

4. Service for retired military personnel. Retired personnel of the U.S. Armed Forces and their accompanying dependents are authorized the use of the MPS only where there is no USPS, provided such use is not precluded by the host government and the inclusion of this category will not overburden the MPO facility or its manpower capability. Parcel mail privileges are limited to those parcels weighing less than one pound, unless further restricted by host governments. Once such service is granted, it may be withdrawn only--with the concurrence of the MPSA. Military Postal Service mailing privileges for legally blind retirees will be identical to those provided for the legally blind in Part 135 of United States Postal Service Domestic Mail Manual (reference (i)).

5. Service for surviving dependents. Surviving dependents, including unremarried spouses of deceased, retired or active duty members of the U.S. Armed Forces are authorized the use of the MPS only where there is no USPS, provided such use is not precluded by the host government and the inclusion of this category will not overburden the MPO facility or its manpower capability. Parcel mail privileges are limited to those parcels weighing less than one pound. Once such service is granted, it may be withdrawn only with the concurrence of the MPSA. Military Postal Service mailing privileges for legally blind surviving dependents will be identical to those provided for the legally blind in Part 135 of United States Postal Service Domestic Mail Manual (reference (i)).

6. Service for other U.S. Government agencies. Such organizations and their U.S. citizen employees and accompanying dependents may be authorized the privileges of the M1%, from existing MPOs, only where there is no USPS, when the facilities and manpower are available to perform the additional workload and in the absence of objection by the host government. When authorized, the department or agency concerned will reimburse the appropriate Military Department for transportation costs incident to providing these services for or in care of that department or agency, based on criteria developed by the Office of the Secretary of Defense and administered by the MPS in accordance with DoD Directive 4000.19 (reference (ff)).

7. Service for contractors. Contractors in support of U.S. Forces and DoD activities may be authorized use of MPS only where there is no USPS as follows:

a. U.S. contractors providing goods or services in direct support of DoD activities, their U.S. citizens employees, and accompanying dependents.

Postal support will be limited to the country in which the contractor is performing and to the extent set forth in the contract. Contracting agencies must limit the extent of postal support to that which meets the approval of the appropriate major overseas commander, the military department concerned, and the MPSA. The provisions for postal support in contracts will be reviewed and approved by the MPSA prior to the signing of the contract, following the specific recommendation of the overseas commander. A copy of the contract and any amendments thereto affecting MPS support will be provided to the MPO by the contracting officer or his representative.

b. U.S. contractors providing goods or services to a foreign government through the Department of Defense under the provisions of Foreign Military Sales (FMS) agreements, their U.S. citizen employees and accompanying dependents. MPS service will be provided only when the appropriate major overseas commander determines, and the MPSA concurs, that the local civil postal service has a detrimental effect on the ability of the contractor to fulfill the contract. MPS support will be fully reimbursable by the host country or the contractor; will be provided only when the service will not increase the MPS manpower and facility requirements, and will be limited to the country in which the contractor is performing and to the extent set forth in the contract. The contracting activity will submit the foregoing information to the appropriate overseas commander for concurrence and recommendation to the MPSA prior to signing the contract.

8. Service for other organization/individuals. The following organizations and personnel may be authorized the privileges of MPS, only where there is no USPS, to the extent that existing MPS facilities and personnel of the command permit, providing the overseas component commander determines, and the MPSA concurs, that local civil postal service is inadequate and in the absence of objection by the host government.

a. United Seamen's Service and their U.S. citizen employees when established in overseas areas, under the provisions of DoD Directive 1330.16 (reference (bb)).

b. U.S. Federal employee organizations at overseas bases for the conduct of labor union business.

c. U.S. universities and colleges operating in overseas areas by authority of the Secretaries of the Military Departments to provide educational services to members of the Military Services, their U.S. citizen employees, and accompanying dependents.

d. Representatives of U.S. nonprofit, service, social, civic, and fraternal-type organizations and their accompanying dependents, when such organizations are primarily established to serve DoD military and civilian personnel in overseas areas. This use will not include mailing items for business or commercial purposes.

e. U.S. civilian religious representatives or religious groups visiting overseas commands in the interest of and to assist the U.S. Forces, provided such persons have obtained an official invitation to travel, and their accompanying dependents, as specified in DoD Instruction 1330.7 (reference (cc)).

f. U.S. celebrities and entertainers, athletic clinic instructors, representatives of educational institutions or other social agencies, and their accompanying dependents, whose purpose is to provide a service to the U.S. Armed Forces, provided such individuals have been officially invited to travel overseas under provisions of DoD Instruction 1330.13 (reference (hh)).

g. Non-DoD tuition fee schools having DoD and other U.S. Government dependents enrolled are authorized to use the MPS for First-Class letter and Priority Mail weighing less than sixteen ounces and containing official school correspondence. Bulk orders of supplies, and books and educational materials will not be entered into military postal channels. As determined by the Office of Overseas Schools, Department of State, emergency orders of books, shortfalls, testing materials, educational pamphlets and periodicals; video cassettes, transcripts, correspondence and the like may be sent via the Military Postal System (MPS). The Department of State will reimburse DoD for any increase in MPS transportation costs resulting from use of this mail service as determined by the Department of Defense. Every effort will be made to use the Department of State pouch system prior to utilizing the MPS. Emergency orders for books and/or educational materials as indicated herein to be sent via MPS channels must be cleared and approved by the embassy or consulate administrative office. Use of the MPS to transport personal mail is not authorized. Any violation or attempt to circumvent these guidelines will result in loss of MPS service.

h. U.S. citizen members of the permanent staff of the Peace Corps.

i. American Embassy Employee Associations. Use of the MPS by American Embassy Employee Associations is limited to First Class letter ☐ail, weighing 12 ounces or less related to official association business matters only. No personal mail or parcels of any size are authorized.

9. Service for foreign organizations:

a. Upon request of the foreign government concerned, foreign military units serving with the U.S. Armed Forces may be authorized to transmit closed mail to and from the foreign country concerned through U.S. Military Postal Channels when international postal facilities are inadequate, provided the mail is transported at the requesting country's expense.

b. Personnel on vessels under U.S. Navy operational control being transferred to foreign governments under military assistance programs may be authorized to use the MPS while enroute to their home country.

c. Other allied warships participating in U.S. Naval maneuvers or operating in U.S. waters may be authorized to use the facilities of the Military Postal Service for receiving closed mail on request, provided that the mail is transported at the requesting country's expense to or from the appropriate United States Military Post Office.

10. Privileges during hostilities. In the event of national emergency, hostilities, or occupation, all U.S. citizens in the overseas areas effected may be authorized use of the MPS by the Unified Commander concerned, after coordination with the MPSA and with the concurrence of the ASD(P&L), under the following conditions:

a. The cognizant overseas component commander must determine that international postal service is not available in the affected area or is inadequate.

b. The service must be limited to letter mail, including postcards and voice recordings having the character of personal correspondence.

c. The privilege must be withdrawn as soon as the emergency or hostilities cease and adequate international mail service again becomes available.

11. Exceptions to user policies. Requests for authority for persons and organizations, not enumerated above, to use the MPS, or requests for exceptions to the above, must be submitted to the MPSA. The MPSA will recommend approval or disapproval of each request and provide an overall assessment of impact to ASD(P&L). Each of the following criteria must be met for an exception to be granted:

a. It will assist substantially in, or is essential to, the accomplishment of the U.S. Government mission in the areas served by the MPS concerned.

b. It is not precluded by the terms of any agreement between the United States and host governments.

c. It will not place the privileges and immunities of the U.S. Forces in jeopardy.

d. It will not increase the manpower or facilities requirements of the MPO concerned. In the case of non-DoD Federal agencies to be served on a reimbursable basis, MPS support may be provided if the additional manpower and facilities required are readily available. Subsequent growth of service requirements, or reduction or closing of the MPS facility, is cause to limit or terminate the privilege.

e. There is no USPS facility available in the area in which the applicant for service is located.

f. It will not result in the U.S. Government assuming costs which are the responsibility of the host country, a non-U.S. Government agency, or individuals, except when full reimbursement is made by the beneficiaries or when it is necessary for the health of U.S. citizens under emergency conditions, as determined by the overseas Unified Commander.

12. Unauthorized MPS users. The following organizations and individuals are among those that will not be provided use of the. MPS, except when authorized by paragraph B.10., above:

a. Peace Corps personnel who are not members of the permanent staff. (See paragraph 8.h. for privileges afforded Peace Corps permanent staff members.)

b. Concessionaires of nonappropriated fund activities.

c. Political organizations. This does not prohibit direct-mailing of political campaign material to individuals authorized the use of MPS, provided it is not material for further distribution on or off the military installation.

d. Nonappropriated fund activities of non-DoD agencies, such as employees cooperatives. (See paragraph 8.i for privileges afforded American Embassy Employee Associations.).

e. Non-DoD contractors (for example, USAID contractors).

f. Individuals, whether otherwise entitled to such service or not, for business or commercial purposes.

13. Withdrawal or limitations of service: At least 90 day advance notice of withdrawal or limitation of service, incident to review of postal operations, will normally be given to authorized organizations and individuals, except when MPS privileges are withdrawn by the host government, MPS abuse, or because of other conditions beyond the control of the Department of Defense.

a. Limitations on service to authorized organizations and individuals may be made by the installation commander, following coordination with the MPSA based upon a review of facility and manpower limitations.

b. Service Component commanders of overseas unified or sub-unified commands will provide procedures to limit, suspend, or revoke authorization to use the military postal service, for intentional or persistent abuse of mailing or receiving privileges of all authorized users, except active duty service members. (Appropriate administrative or disciplinary measures, including actions under the UCMJ, may be used to control such abuses by active duty service members.) Curtailment of military postal services will normally be applied to all postal services except the mailing and receiving of letters and postcards, but in all cases, the remedial action will reasonably relate to the detected abuse. Any curtailment of service for the receipt of items may be accomplished only when the user willfully, wrongfully, and knowingly receives items through the military postal service with the intent to undertake a business or commercial enterprise or to resell the items in violation of host country laws. Affected individuals or organizations will be provided notice, an opportunity to be heard, and a right to appeal.

c. Postal privileges for dependents of all categories of authorized MPS users will be-withdrawn when sponsorship is terminated, except as stated elsewhere in this directive.